

On **Wednesday, August 31, 2016**, the Division of Property Management and Construction (DPMC) will electronically randomly select from an appropriate pool of its pre-qualified consultants, a short list of firms who will be invited to submit a Technical and Fee Proposal for the following project:

Project #:	A1232-01
Project Name:	3 rd Party Measurement & Verification Services
Location:	New Jersey State Prison Trenton, Mercer County, NJ
CWE:	\$150,000
Contact:	Bill Mahan Phone (609) 292-4234 Fax (609) 777-1970 e-mail: william.mahan@treas.nj.gov

In order to be included in the random selection process, a firm must be pre-qualified by the DPMC in the following discipline(s) on or prior to August 30, 2016:

Code	Discipline
P051	Energy Auditing

**Consultants must also have in-house capabilities or sub-consultants pre-qualified with the DPMC in the following discipline(s):

P025	Estimating/Cost Analysis
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The mandatory pre-proposal meeting/site visit is scheduled for Wednesday, October 5, 2016 at 10:00 AM. Consultants shall meet in the Main Entrance of New Jersey State Prison – 3rd and Federal Street, Trenton, NJ 08625. Only those firms attending the mandatory pre-proposal meeting will be permitted to submit a proposal.

****ATTENTION****

THOSE CONSULTANTS PLANNING TO SUBMIT A PROPOSAL ARE REQUIRED TO SUBMIT TO A FULL BACKGROUND CHECK MANDATED BY THE NEW JERSEY DEPARTMENT OF CORRECTIONS.

ORIGINAL BACKGROUND CHECK FORMS COMPLETED IN BLUE INK AND A COPY OF THE APPLICANT'S VALID DRIVERS LICENSE OR NATURALIZATION PAPERS FOR ALL ATTENDEES MUST BE SUBMITTED TO BILL MAHAN BY THURSDAY, SEPTEMBER 15, 2016 NO LATER THAN 2:00 P.M.

FAILURE TO SUBMIT THE ORIGINAL BACKGROUND CHECK FORMS COMPLETED IN BLUE INK AND A COPY OF THE APPLICANT'S VALID DRIVERS LICENSE OR NATURALIZATION PAPERS FOR ALL ATTENDEES WILL RESULT IN AUTOMATIC REJECTION.

THE MAILING ADDRESS FOR SUBMISSION OF ORIGINAL BACKGROUND CHECK FORMS COMPLETED IN BLUE INK AND A COPY OF THE APPLICANT'S VALID DRIVERS LICENSE OR NATURALIZATION PAPERS IS AS FOLLOWS:
Regular Mail (DPMC, P.O. Box 034, Trenton, NJ 08625) or Overnight Mail (DPMC, 33 West State St., 9th Fl, Trenton, NJ 08608) ATTENTION: Bill Mahan. BACKGROUND CHECK FORMS MAY BE OBTAINED BY VISITING www.state.nj.us/treasury/dpmc OR IN PERSON AT THE DPMC PLAN ROOM. Contact Bill Mahan at (609) 292-4234 for further information.

FIRMS WILL BE NOTIFIED OF BACKGROUND CHECK APPROVAL BY THURSDAY, SEPTEMBER 22, 2016. FIRMS NOT RESPONDING TO THIS MANDATE AS REQUIRED WILL NOT BE PERMITTED ENTRY TO THE DEPARTMENT OF CORRECTIONS COMPONENTS OF THE CAMPUS DUE TO SECURITY CONCERNS AND WILL NOT BE PERMITTED TO SUBMIT A PROPOSAL. NO EXCEPTIONS WILL BE AUTHORIZED. PICTURE IDENTIFICATION IS REQUIRED AT THE SITE FOR ENTRY.

Technical Proposals will be evaluated by the Selection Committee based upon the following evaluation criteria:

1. Experience of the Firm, Project Team and Key Team Members
2. Project Approach/Understanding of Project
3. The Firm's Approach to Maintaining the Project Schedule

If a firm wishes to participate in the selection process for future projects but is not presently pre-qualified by the DPMC, the firm should submit a DPMC 48A, which may be found at www.state.nj.us/treasury/dpmc.

August 24, 2016